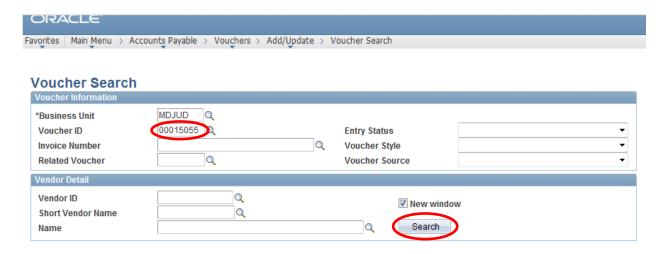**How to Find the Associated PO Number and Receipt Number for a Voucher**
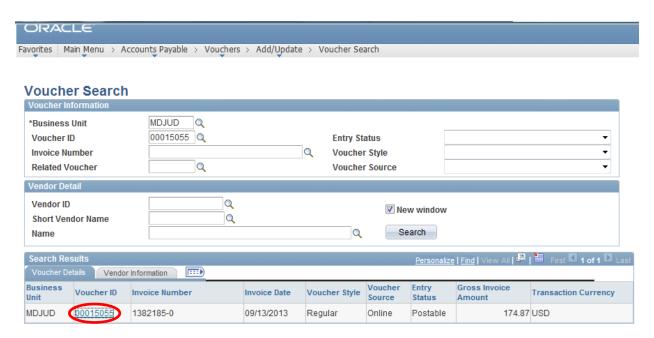
Vouchers that are not related to Travel Expense or Non-PO Vouchers should be created based off of an associated receipt. When these vouchers are created correctly, information details about the PO and the Receipt can be found within the *Related Documents* tab of the voucher. To view this information, the user can do one of two things:

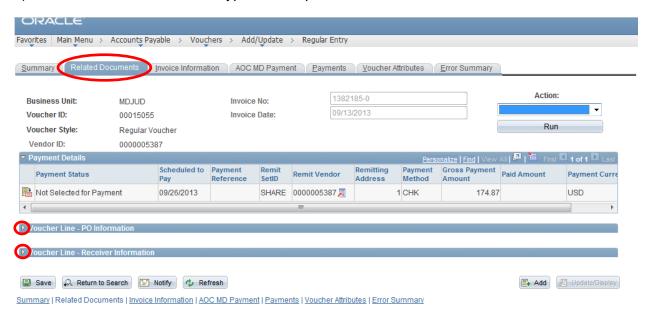**Option 1:** *Uses the Voucher ID to perform the search*

1) Select **Main Menu > Accounts Payable > Vouchers > Add/Update > Voucher Search**.

2) Enter the Voucher ID in the **Voucher ID** field. (The **Business Unit** should already have "*MDJUD*" defaulted within its field.)

3) Click the **Search** [Search] button.

4) Click the **Voucher ID** 00015055 hyperlink to open the voucher.

5) Click the **Related Documents** Related Documents tab.
6) Click the **Expand** ▶ button for the **Voucher Line – PO Information** and for the **Voucher Line – Receiver Information**.
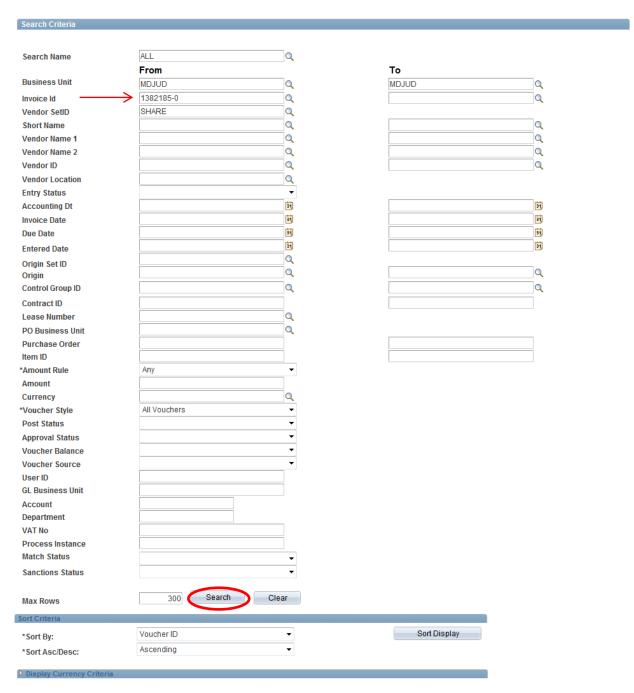
7) Once expanded, the user can see the **Purchase Order (PO ID)** and the **Receipt Number** that is associated to the voucher.

Option 2: *Uses the Invoice ID on the Voucher to perform the Search*

1) Select **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**.
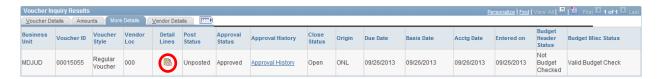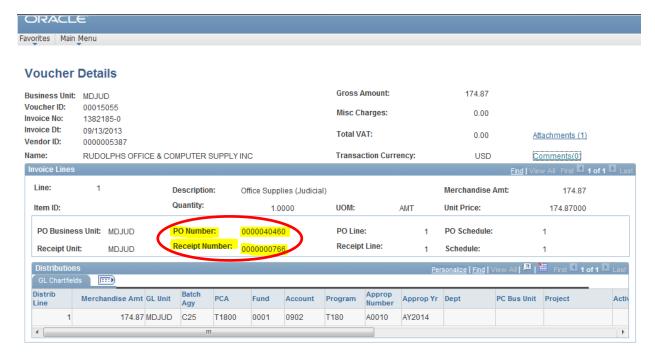
ORACLE

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Voucher Inquiry

Search Criteria

	From	To
Search Name	ALL	
Business Unit	MDJUD	MDJUD
Invoice Id	1382185-0	
Vendor SetID	SHARE	
Short Name		
Vendor Name 1		
Vendor Name 2		
Vendor ID		
Vendor Location		
Entry Status		
Accounting Dt		
Invoice Date		
Due Date		
Entered Date		
Origin Set ID		
Origin		
Control Group ID		
Contract ID		
Lease Number		
PO Business Unit		
Purchase Order		
Item ID		
*Amount Rule	Any	
Amount		
Currency		
*Voucher Style	All Vouchers	
Post Status		
Approval Status		
Voucher Balance		
Voucher Source		
User ID		
GL Business Unit		
Account		
Department		
VAT No		
Process Instance		
Match Status		
Sanctions Status		

Max Rows [300] [Search] [Clear]

Sort Criteria

*Sort By:	Voucher ID	[Sort Display]
*Sort Asc/Desc:	Ascending	

▷ Display Currency Criteria

2) Enter the **Invoice ID** in the **Invoice ID** field.
3) Click the **Search** [Search] button.

4) When the results displays at the bottom of the **Voucher Inquiry** page, click the **More Details** More Details tab.

5) Click the **Details Lines** button.

6) When the **Voucher Details** page displays, the associated **PO Number** and the **Receipt Number** are shown.